

Stillwater Mining Company
Employee Transition Assistance Office
Palladium Lodge, Big Timber, MT

To: East Boulder Mine Employees

From: Stillwater Mining Company Human Resources Department and the Livingston Job Service Workforce Center

Date: December 3, 2008

Re: Free Resume Writing and Employment Interview Workshop on December 8th

You are invited to attend a free ***Resume Writing and Employment Interview Workshop*** to be held at the Palladium Lodge in Big Timber this upcoming Monday, December 8. Staff from our area Job Service Workforce Centers will lead the workshops, which will be offered twice during the day. The purpose of the workshops is to help you prepare a resume for a successful job search, as well as to obtain some good interviewing tips. You are more than welcome to bring your spouse/significant other to the workshop.

We'll have everything you need to create a quality resume – computers, resume paper and the works. Plus, we'll offer you the most current tips on interviewing, including such topics as Behavioral Interviewing, hard-to-answer questions, making a good first—and lasting impression, coaching and practice sessions.

Here are the workshop details:

Day/Date: Monday, December 8, 2008

Times: 9:00 a.m. – 12:00 Noon and again from 1:00 p.m. – 4:00 p.m.

Location: Palladium Lodge, Big Timber

Bring: Employment Summary (see reverse) and/or Current Resume (electronic version if you have one) and List of References

Also, please note these additional events to be held at the Palladium Lodge:

- Tuesday, December 9 from 9 a.m. - 4 p.m. – Resume writing assistance continues.
- Friday, December 12 from 9 a.m. - 4 p.m. – ***Job Fair*** with multiple employers from mining and other industries scheduled to attend.

We hope you will be able to attend these events, and look forward to seeing you. If you have questions, please feel free to contact Ed Johnson at 406-932-5514, or the Livingston Job Service Workforce Center at 406-222-0520. Additional information is also available via the Livingston Job Service Workforce Center Website at: <http://wsd.dli.mt.gov/local/livingston/>

Finally, please see the enclosed flier that describes an opportunity for you to catch a bus to retrieve personal items from site next Wednesday, Dec. 10 or Thursday, December 11.

December 8 Resume and Interview Workshop Details

Presentation and Workshop: How to Create a Resume That Works for You

After a presentation that covers the key aspects of creating a good resume, human resources professionals will be on hand to help you create a resume or update an existing resume so that you will be prepared to provide that information to potential employers. We'll have everything you need to create a quality resume – computers, resume paper and the works.

Presentation and Workshop: How to Survive and Thrive in an Employment Interview

We'll offer you the most current tips on interviewing, including such topics as Behavioral Interviewing, hard-to-answer questions, making a good first—and lasting impression, coaching and practice sessions.

Employment Summary Details

You will need to have on hand the following information (Employment Summary) FOR EACH PREVIOUS EMPLOYER to create/update and complete your resume:

- Employer
- Employer's address and telephone number
- Your Dates of Employment (start/end)
- Supervisor's Name and Contact Information
- References (names, addresses and phone numbers)

If you have one, please bring a blank CD or flash drive so that you can take your completed resume home in an electronic version.